

# Kansas Adult Care Home Administrator License Renewal Instructions

## 06/30/2016

### THERE ARE TWO OPTIONS FOR LICENSE RENEWAL

#### OPTION 1: ONLINE RENEWAL PROCESS

A few reasons the online process may be the choice for you:

- Convenience: Available beginning **May 15, 2016** 24 hours each day, 7 days per week.
- Additional Payment Options: electronic checks, Visa, MasterCard, Discover and American Express. NOTE: A convenience fee of \$3 is charged for electronic checks. A convenience fee of \$8 is charged for credit card use.
- Immediate Confirmation: User receives a printable confirmation statement verifying the renewal process was successfully completed which also serves as a receipt of payment.

Instructions:

Go to [www.kdads.ks.gov](http://www.kdads.ks.gov) then select "Health Occupations Credentialing" and click on the Online License Renewal link.

#### OPTION 2: PAPER-BASED RENEWAL PROCESS

If paper-based renewal is preferred, please follow these steps:

1. Complete, sign and return the form titled "Adult Care Home Administrator Licensure Renewal Notice."
2. Enclose the \$100 renewal fee made payable to **KDADS** or complete and enclose the authorization for payment of fees by Visa or MasterCard. There is a 2.5% transaction fee when using this option.

### Additional Renewal Information

#### CONTINUING EDUCATION REQUIREMENTS

A total of 50 hours of continuing education is required for renewal: 10 hrs minimum in Resident Care, 30 hrs minimum in Administration and 10 hours Elective.

#### Pro-rated Continuing Education Hours

Each licensee whose *initial licensure* period is less than 24 months is required to obtain not less than two hours of continuing education for each month in the initial licensure period.

Month in which license was issued	TOTAL	Resident Care (20%) (Minimum)	Administrative (60%) (Minimum)	Electives (Maximum)
August (23 month license)	46	9	28	9
Sept (22 month license)	44	9	26	9
Oct (21 month license)	42	8	26	8
Nov (20 month license)	40	8	24	8
Dec (19 month license)	38	8	22	8
Jan (18 month license)	36	7	22	7
Feb (17 month license)	34	7	20	7
March (16 month license)	32	6	20	6
April (15 month license)	30	6	18	6
May (14 month license)	28	5	18	5
June (13 month license)	26	5	16	5

(Continued)

## PROCESS FOR CONTINUING EDUCATION REVIEW

***Licensees are no longer required to seek subsequent approval of programs.***

You must keep all CE documents (certificates, course content, objective, time-frame agenda) in the event your renewal is randomly audited, but only then must you submit the information. CE content must meet regulation standards. A copy of the allowable Topics of Education is included on the back side of the Methods of Earning Continuing Education table. The attestation statement on your renewal application form replaces the CE transcript previously required. The online renewal option also includes a CE attestation statement instead of a CE transcript.

## NAME CHANGES

For those renewing using the paper-based renewal process, please make corrections as needed on the license renewal application to reflect the name change then attach documentation (marriage license/divorce decree) to substantiate change.

For those utilizing the online renewal process, please note that **name changes cannot be made online** and will require that documentation be mailed (marriage license/divorce decree) to substantiate change.

## RENEWAL FEE PAYMENT OPTIONS—Renewal fee is \$100

For those renewing using the paper-based renewal process: Fees may be paid by personal check, corporate check or money order made payable to KDADS. Another option for payment of fees is by using Visa or MasterCard. There is a 2.5% transaction fee when using this option. The enclosed authorization form must be completed and returned along with your renewal materials in order to utilize this option.

For those utilizing the online renewal process: Fees may be paid by electronic check. There is a \$3 convenience fee when using this option. Fees may also be paid by Visa, MasterCard, American Express or Discover Card. There is a \$8 convenience fee when paying by credit card.

## CRITICAL DATES

- All continuing education hours must be obtained by June 30, 2016. If the required hours are not obtained by June 30, 2016, the license will expire and would require reinstatement.
- All applications, supporting documents and renewal fees must be postmarked or submitted online by the expiration date (June 30, 2016) to avoid a \$50 late fee.
- Applications received postmarked or submitted online by July 31, 2016, with CE obtained by June 30, 2016 will be charged an additional \$50 late fee.
- Applications received postmarked 60 days after expiration (postmarked on or after Aug 1, 2016) will not be accepted for renewal. Licensee will be required to submit a reinstatement application, pay a renewal fee of \$100 and a reinstatement fee of \$120, and meet continuing education requirements. Renewal fees may be applied toward reinstatement if reinstatement is completed within one year of license expiration.

For questions about the renewal process, please contact Brenda Dreher at (785) 296-0061 or by e-mail at [Brenda.Kroll@kdads.ks.gov](mailto:Brenda.Kroll@kdads.ks.gov)